

DOE ARRA Amended Local Plan – Cover Page

Due Date **October 30, 2009**

Email To **localplan@csd.ca.gov**

Contact for Questions

Agency Name	Inyo Mono Advocates for Community Action, Inc.
Contact Person	Darren Malloy
Title	Program Access Manager
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Participation Acceptance

Our agency is interested in participating in the DOE ARRA Program. We certify that we have the capacity to provide the required services within our service territory as outlined in the Local Plan.

Signature	
Name	Daniel Steinhagen
Title	Executive Director
Phone Number	760-873-8557
Email	<u>danielsteinhagen@imaca.net</u>
Date	31 March 2010

CSD Approval

Approved by	
Approval Date	

DOE ARRA Amended Local Plan

Instructions

It is important to first read the DOE ARRA Local Plan Instructions provided as a separate document before completing this plan.

General Plan

Describe your current progress towards your local plan goals and ramp-up to increase capacity and outreach in anticipation of receiving the DOE ARRA Production contract.

2 additional IMACA staff members completed Basic Weatherization training in 2009. 2 new staff members were hired in April 2010 and will complete training before the end of April 2010. Routine equipment maintenance has been completed and all equipment is in good working condition to avoid delays during production.

In reviewing the amount of your allocation, will you be able to build capacity enough to accept and spend the total amount for your entire service area?

Yes

If not, what % of the allocation can you accept?

For multi-county agencies, will you have the capacity to spend funds proportionate to each county's allocation and meet the 50% threshold in each county by the required deadline?

Yes

Outreach to Potential Clients

Describe how you will increase your outreach efforts to reach the necessary number of low-income clients needed to meet your ARRA production goals. If you are a multi-county agency, describe how this will be accomplished in each county.

Throughout Inyo and Mono Counties, television, radio and newspaper ads will be released to inform the public. Flyers and brochures will be distributed, and we will emphasize outreach to our clients in other programs who may be eligible for weatherization assistance from this DOE ARRA program.

Identify the main Action Steps required to achieve the goals above utilizing specifics such as timelines, potential partners, marketing plans, etc...

- Write press release on DOE ARRA weatherization
- Send press release to Mammoth Times, Inyo Register and Sierra Reader
- Create PSAs on DOE ARRA weatherization
- Schedule PSAs with KSRW, KBOV and KMMT
- Work with Sierra Wave TV on producing a PSA for broadcast, or add reading of PSA to local newscast
- Create web content at www.imaca.net to provide information to potential clients and the community at large

Detail progress made in this arena with respect to actual, tangible achievements. Be specific with regards to dates, details, and participants.

**Outreach to
Elected
Officials**

Describe how you will increase your outreach efforts to educate, and possibly partner with, your local elected officials. If you are a multi-county agency, describe how this will be accomplished in each county.

Presentations will be made to local governing bodies. In Inyo County, this will include the Inyo Board of Supervisors and the Bishop City Council. In Mono County, this will include the Mono Board of Supervisors and the Mammoth Town Council.

Identify the main Action Steps required to achieve the goals above utilizing specifics such as timelines, contact people, etc...

- Prepare presentation on DOE ARRA Weatherization opportunities
- Contact clerks for each elected body to get on the agenda for an upcoming meeting
- Deliver presentation

Detail progress made in this arena with respect to actual, tangible achievements. Be specific with regards to dates, details, and participants.

**Outreach to
Potential
Partners and
Community**

Describe how you will increase your outreach efforts to educate and inform the community at large and create an environment that fosters partnerships in your local community. If you are a multi-county agency, describe how this will be accomplished in each county.

Our small, rural communities, with a total population less than 40,000 people, have no organizations outside of our city and county governments who can be active partners with IMACA in delivering weatherization services.

Identify the main Action Steps required to achieve the goals above utilizing specifics such as timelines, contact people, etc...

Detail progress made in this arena with respect to actual, tangible achievements. Be specific with regards to dates, details, and participants.

**Quality
Assurance**

For each question in this section, provide a comprehensive narrative on your current processes and what changes you will make to increase the oversight of program staff and subcontractors to ensure that:

Only eligible households are served and that priority will be given to vulnerable populations and those with high energy burden per DOE regulations.

IMACA is required to judge eligibility for most of our work with clients, and eligibility staff is well qualified to determine eligibility to ensure compliance with the DOE contract. Priority will be given to life-threatening situations and to vulnerable populations, i.e. households including elderly or disabled persons, children under 5 years old. IMACA's current process for delivering weatherization services to our clients has established protocols which will ensure that all work is completed according to DOE regulations.

Only feasible measures are installed, all measures billed to CSD were installed, and workmanship meets CSD standards.

Units will be assessed and feasible / priority measures will be determined by IMACA personnel. Any and all measures billed to CSD will first be installed correctly and in accordance with CSD standards. IMACA's current process for delivering weatherization services to our clients has established protocols which will ensure that we continue to complete all work according to CSD standards.

All records meet CSD standards, billing is accurate and truthful, and reports are submitted on time.

All dwelling and client records will be kept in compliance with CSD standards, following the protocols that have been established for our current weatherization work. Billing information will be submitted when measures are complete, according to CSD standards.

IMACA uses ServTraqHeavy to track weatherization and energy assistance program work. This software tool will be used to track DOE ARRA work as well. A Program Access Manager has been hired to ensure that reporting standards and requirements are understood and met.

Describe in detail the applicable Action Items that will need to be addressed in order to achieve compliance in the above three areas. Specify how these action items will be achieved through the concepts of who is responsible, how and when the actions will occur, and why the action is important.

Action Item – produce schedule of reporting requirements. To be completed by end of May 2010 by Program Access Manager

Action Item – examine reporting requirements in detail and, when necessary, develop protocols for collecting required data. To be completed by end of April

2010 by Program Access manager.

**Workforce
Development**

Enter the total number of in-house employees currently working in CSD weatherization and HCS programs in the following positions. Count each employee only once. If only a portion of an employee's time is charged to the program, count that person as one.

Position	Total
Admin / Fiscal	1
Program Management	1
Program Support	1
Intake	1
Outreach	1
Other -	

Enter the total number of subcontracted employees currently working in CSD weatherization and HCS programs in the following positions. Count each subcontracted employee only once. If only a portion of an employee's time is charged to the program, count that person as one.

Position	Total
Admin / Fiscal	
Program Management	
Program Support	
Intake	
Outreach	
Other -	

Describe your plans for building up your in-house workforce to meet the capacity needed to perform the ARRA program.

2 new weatherization staff members have been hired as of April 2010 and will be trained before the end of the month.

Describe how you will develop partnerships with local workforce investment advocates in order to achieve the objectives outlined above.

Provide a timeline that corresponds to the above workforce development plan.

2 new weatherization staff members have been hired as of April 2010 and will be trained before the end of the month.

Describe your plans for building up your workforce by outsourcing to meet the capacity needed to perform the ARRA program.

It is possible that window, furnace and appliance installation may be subcontracted, depending on demand at certain times of year.

Describe your action plan for outsourcing, including a description of the RFQ/bidding process, how interested parties will be informed of this opportunity, and provide a timeline for aligning subcontractors to provide timely delivery of services. Also describe your action plan for oversight of subcontractors.

An action plan will be developed if it becomes clear that demand will require the use of subcontractors.

If you are not outsourcing any of your workforces, explain why.

Other
Subcontracting

Describe your plans for procuring of material goods and services from third parties, how the agency plans to inform interested parties within the local community of subcontracting opportunities, and your action plan for oversight of subcontractors.

Vehicle &
Equipment over
\$5,000 per Unit

If you are planning on charging any portion of vehicle and equipment purchases to ARRA, enter the following information related to these purchases. This will require DOE approval.

Item	Quantity	Est. Cost
Weatherization truck w liftgate	1	\$ 35,000

Barriers

Identify any barriers that you feel you may face in meeting the requirements of ARRA (subcontracting, workforce development, outreach & marketing, quality assurance and oversight, compliance with DOE requirements, fiscal requirements and reporting, performance).

Describe what assistance you will need from CSD.

Attached Document Checklist

Document	Attached?
Ramp Up Schedule	Yes
Field Staff Training Logs for Agency Staff & Subcontractors	Yes
Diagnostic Equipment Log	Yes
Disclosure of Findings	n/a
Disclosure of Legal Proceedings	n/a

Comments

Enter any comments you wish to make relative to the Local Plan and ARRA.

DOE ARRA PRIORITY PLAN NARRATIVE

Outreach

Describe in narrative format the selection process for dwellings to be weatherized and the outreach methods to be utilized to assure that eligible households are made aware of the services through DOE ARRA or any similar energy-related assistance program.

We will inform the community about the availability of weatherization services through public service announcements, press releases, work with our local elected bodies and with online outreach. Dwellings will be selected for weatherization based on approved eligibility requirements. Priority will be given to low-income households which contain members of vulnerable populations, or to those situations where weatherization can resolve existing dangerous conditions.

Reweatherization

Describe in narrative format your selection process to ensure compliance with the DOE ARRA Reweatherization Policy when providing services to dwellings previously weatherized from September 30, 1994 and earlier.

Weatherization teams will check for compliance with the Reweatherization Policy when providing services to dwellings previously weatherized from September 30, 1994 and earlier.

Client Education

Describe in narrative format a description of how your client education services will be provided to include needs assessments, budget education/counseling, energy conservation and weatherization measures education. Describe how your activities are designed to target households that have not been previously serviced under a LIHEAP or DOE Weatherization program.

Once hiring is completed, our entire weatherization team will consist of 6 individuals, who will provide direct services as well as client education. Client education will start at intake, for both weatherization and other programs, when we will inform clients about the availability of weatherization services. Weatherization teams will educate clients about opportunities for energy conservation measures during the dwelling assessment process, and will provide further education once weatherization is completed.

Training and Technical Assistance

Describe in narrative format a description of how you will provide Training and Technical Assistance to your administrative and program staff.

New weatherization team members will be trained in Basic Weatherization, Blower Doors and Duct Blaster at the San Bernardino Energy Training Center.

Leveraging

Describe in narrative format how you will leverage DOE ARRA funds with other available program funds and how much leveraging you plan on coordinating.

DOE ARRA funds will be leveraged with LIHEAP program funds. DOE ARRA funds will be used to pay labor costs for our expanded weatherization team and to make a capital investment required for expanding the team, while LIHEAP funds will offset expenses for materials. Through this leveraging IMACA should be able to provide weatherization services to more low-income clients than we would through each individual contract.

DOE ARRA LOCAL PLAN - ADDENDUM II

[illegible]

EXHIBIT B
(Standard Agreement)

RAMP UP SCHEDULE		2009		2010		2011		2012	
Agency: IMACA									
Total		2	0	0	0	2	0	0	0
Job Creation - Subcontractors	Total	7/1 - 9/30	10/1 - 12/31	1/1 - 3/31	4/1 - 6/30	7/1 - 9/30	10/1 - 12/31	1/1 - 3/31	4/1 - 6/30
Basic Weatherization	0								
Specialty	0								
Other -	0								
Other -	0								
Total	0	0	0	0	0	0	0	0	0
Vehicle & Equipment Purchases	Total	7/1 - 9/30	10/1 - 12/31	1/1 - 3/31	4/1 - 6/30	7/1 - 9/30	10/1 - 12/31	1/1 - 3/31	4/1 - 6/30
Vehicles	1				100%				
Equipment -	0								
Equipment -	0								
Equipment -	0								
Equipment -	0								
Total	1	0	0	0	1	0	0	0	0

Comments:

Instructions

- These schedules replace all previous ones submitted as part of the DOE ARRA Local Plan.
- CSD will be reviewing the aggregate totals on a statewide basis to determine if the State will attain the 30% of estimated completed dwellings by 9/30/10.
- If agency can not forecast any activity in the 3rd quarter (Jan - Mar 2010), specific reasons must be given in the comments section above. Please bear in mind that DOE and the administration have expressed that they want states to spend out as quickly as possible and that each agency should put their best estimate forward.
- Base estimates for unit production on current DOE measures, reimbursement rates and historical data.
- The formulas for calculating the average cost per unit and the health and safety measure maximum are included in this addendum.

Expenditures by County -

- Enter the name of each county in your service territory on separate lines.
- For each county, enter the percentage of funds you plan to expend by the end of each quarter.

Unit Production By County -

- Enter the name of each county in your service territory on separate lines.
- For each county, enter the number of units you plan to complete by the end of each quarter.

Job Creations - Agency -

- Enter the number of employees by category that you estimate will be hired each quarter.

Employee Name	Hire Date	Training Date	Basic Wx	CAS	Blower Door	Duct Blaster	Environ Hazard	Lead-Safe Wx	HUD Lead-Safe Wx	Performs Unit Assessments?
Ronald Langevin	12/15/00	Training Date	07/10/09		02/23/09	02/23/09				
		Provider	SB		SB	SB				
Simon Steinhagen	12/15/08	Training Date	07/10/09		02/23/09	02/23/09				
		Provider	SB		SB	SB				
		Training Date								
		Provider								
		Training Date								
		Provider								
		Training Date								
		Provider								
		Training Date								
		Provider								

Instructions

Complete this form for your agency and include all current weatherization and HCS employees who work on CSD programs. Complete a separate form for each subcontractor who currently performs basic weatherization services for your agency. Do not complete a form for subcontractors who are CSD service providers.

Categorize employees by their primary job function. Count each part-time employee as one.

Provider key -

- Please use one of the following choices when entering a provider.

Use	For
STC	PG&E Energy Training Center in Stockton
SB	San Bernardino Energy Training Center
In-house	Provided at the agency by another agency employee
Onsite	Onsite training provided by RHA
Other	Any other type of provider not listed

Performs Unit Assessments? -

- Place an X by any employee who performs assessments you consider to be the primary assessment of the dwelling.

Note: Add more lines when necessary. The form is protected without a password. To remove the protection, go to Tools, choose Protection and lastly choose Unprotect Sheet.

DIAGNOSTIC EQUIPMENT LOG

Agency:

Inyo Mono Advocates for Community Action, Inc.

Subcontractor:

[illegible]

How many additional blower doors will you be purchasing for ARRA?							
Blower Make / Model Number / Color	Acquisition Date (or date updated whichever is later) of Duct Blaster (excluding gauge)	General/Condition of Duct Blaster (excluding gauge)	Gauge Make / Model / Type	Acquisition Date of Gauge	General Condition of Gauge	Date Gauge Last Sent to Manufacturer?	
Duct Blasters							
Minneapolis / Series B / Black	03/01/92	Good	Minneapolis / DG 700 / Pressure Flow	03/01/92	Good	N/A	
How many additional Duct Blasters will you be purchasing for ARRA?							

Instructions

Complete this form for your agency including all equipment you have whether or not you are currently using it in the field.

Complete a separate form for each subcontractor who performs basic weatherization services for your agency. This does not include subcontractors who are CSD service providers.

Acquisition Dates -

- If you do not have the acquisition date, please provide an approximate year that you purchased the equipment.

CO Analyzers -

- Last Calibration by Whom? - If the equipment was calibrated by an employee in-house using a kit, enter "In-House". If it was sent out to the manufacturer for calibration, enter "Manuf".

- Date Last Sent to Manufacturer - Enter the date that the equipment was last sent to the manufacturer for calibration, repair or any other reason. If you have not sent the equipment to the manufacturer since you acquired it, enter "N/A".

DOE ARRA Amended Local Plan – Addendum 1 Cover Page

Due Date No later than 10 working days after the approval of the Davis-Bacon Plan

Email to Your field representative

Contact for Questions

Agency Name	Inyo Mono Advocates for Community Action
Contact Person	Darren Malloy
Title	Program Access Manager
Phone Number	760-873-8557
Email	dmalloy@imaca.net

CSD Approval

Approved by	
Approval Date	

DOE ARRA Amended Local Plan – Addendum 1

Instructions

If you need additional funding for intake, outreach and/or client education, you must provide justification for the increased need. If you do not need any additional funding, enter zero under the first question for each expense line item below.

Additional Intake Justification

Intake is currently limited to 2% of your total contract. How much additional funding will you need to support expanded or different approaches for carrying out intake services? (Enter the dollar amount.)

0

If you are requesting additional funds, describe the differences in strategy and design for delivering intake as compared to what you proportionately spend in a normal year.

Additional Outreach Justification

Outreach is currently limited to 5% of your total contract. How much additional funding will you need to support expanded or different approaches for carrying out outreach services? (Enter the dollar amount.)

0

If you are requesting additional funds, describe the differences in strategy and design for delivering outreach as compared to what you proportionately spend in a normal year.

Additional Client Education Justification

Client Education is currently limited to 5% of your total contract. How much additional funding will you need to support expanded or different approaches for carrying out client education services? (Enter the dollar amount.)

0

If you are requesting additional funds, describe the differences in strategy and design for delivering client education as compared to what you proportionately spend in a normal year.